



CITY OF LODI COUNCIL COMMUNICATION

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AGENDA TITLE: Approve Specifications and Authorize Advertisement for Bids for Janitorial Services for City Facilities

MEETING DATE: February 4, 2004

PREPARED BY: Public Works Director

RECOMMENDED ACTION: That the City Council approve the specifications for janitorial services for the City facilities and authorize advertising for bids.

BACKGROUND INFORMATION: This project consists of the janitorial specifications and contract requirements to service City Facilities. Within the past six years, the City facilities have grown by an estimated 110,000 square feet, including the addition of the new police facility. Growth and changing expectations in the quality of janitorial service indicate the need to update specifications and contract management, which requires appropriate re-bidding of the janitorial services contract. Significant changes to the specification include the ability to award separate contracts for each facility. In addition, the bid will allow selection of reduced service levels to reduce the total cost. These changes will allow the City to pursue the highest quality work with the most reasonable costs.

The specifications are on file in the Public Works Department.

FUNDING: The money for this project will be coming from the operations budget for the Public Works Department, Electric Utility Department, Transit Division, Parks and Recreation Department, and Hutchins Street Square. The Public Works Facilities Services Division oversees the janitorial contract for the City. A request for appropriation of funds, if needed, will be made at contract award.

Project Estimate \$200,000 per year
 Budgeted: 2003/2004 fiscal year
 Planned Bid Opening Date: March 3, 2004

Richard C. Prima, Jr.
Public Works Director

Prepared by Dennis J. Callahan, Fleet and Facilities Manager
 RCP/DJC/pmf
 Attachments

cc: Purchasing Officer
 Parks & Recreation Director
 Facilities Supervisor

Community Center Director
 Electric Utility Director

Library Services Director
 Transportation Manager

APPROVED:

H. Dixon Flynn, City Manager